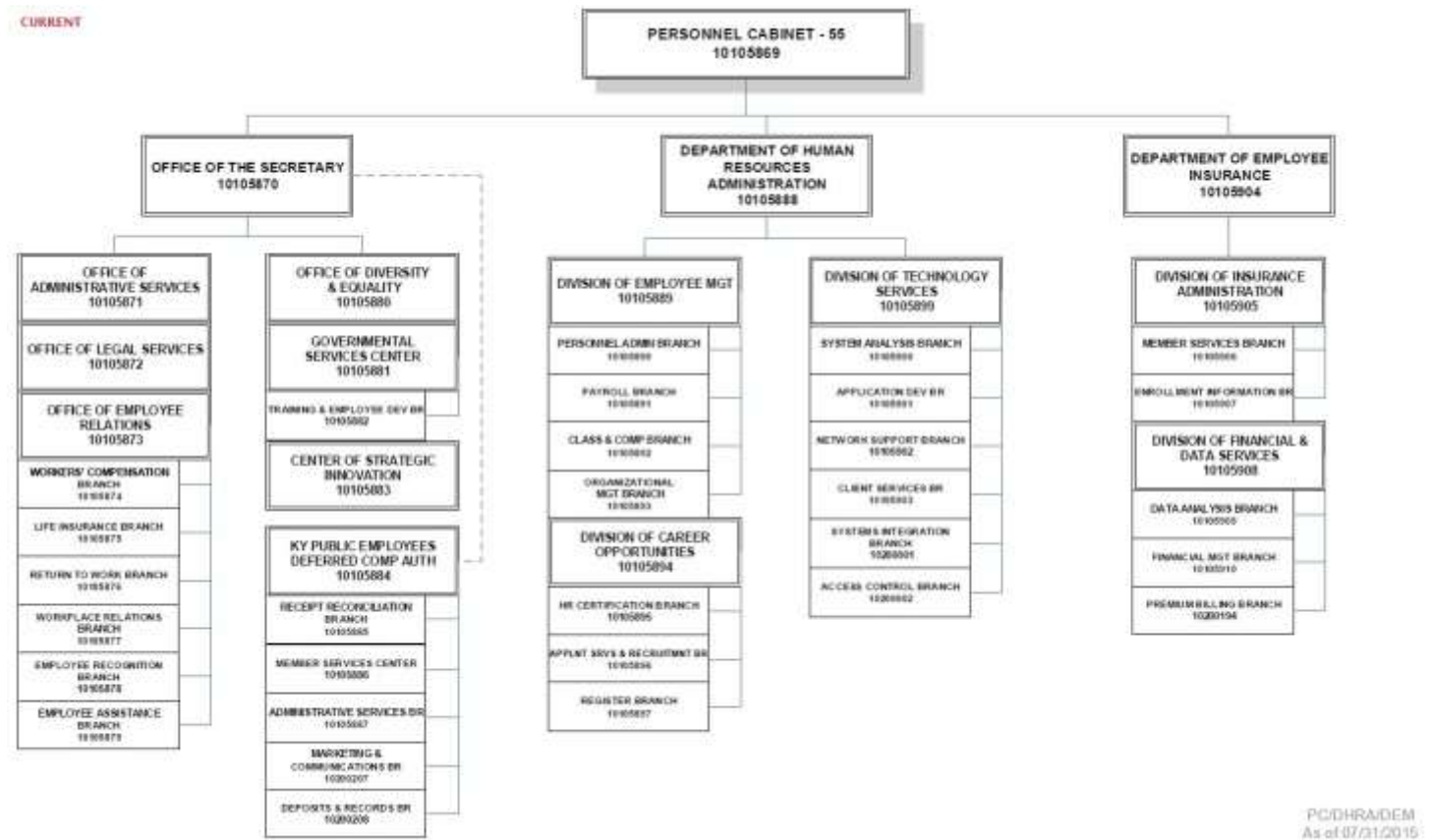


Reorganization - Initial Planning Guidance

When planning for reorganization, certain documents (which will be part of the official reorganization packet) are needed in draft format at the initial reorganization meeting in order to better determine the scope and complexity of the entire plan. Below is guidance for preparing these documents.

Organizational Charts

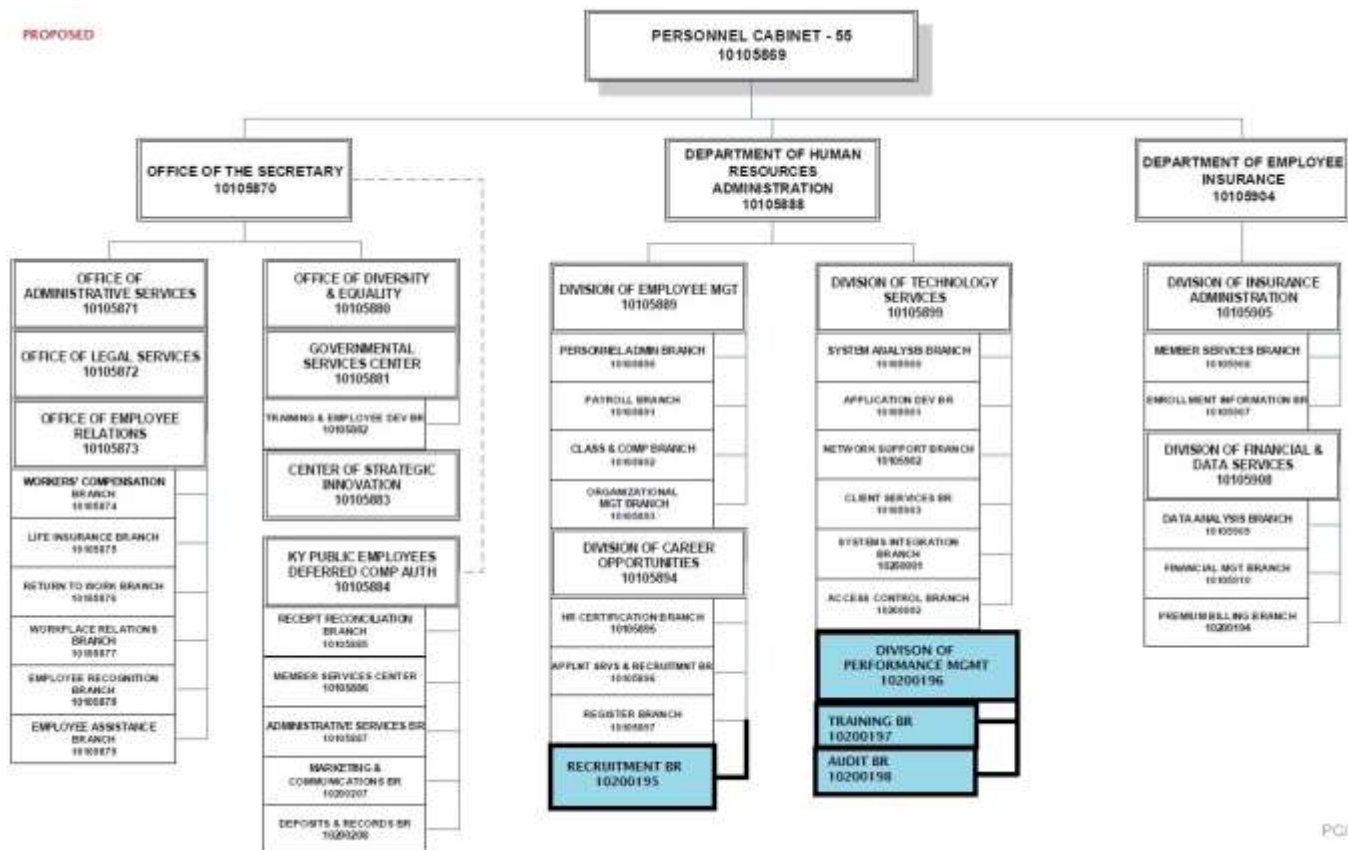
View current organizational charts on the Personnel Cabinet's [website](#).



Determine the changes that need to be executed and draft a new chart depicting the proposed organizational structure. It is helpful to have Microsoft Office - Visio software for this purpose; however, Microsoft Office - Word can also be used to create these charts.

This chart should not include employee names or job titles, but should include the name of the organizational structure and organizational numbers.

In cases of a non-ratified reorganization, the current chart should reflect the last ratified structure. An additional operational chart should be provided that depicts the current structure that is being operated under.



PC/DHRA/DEM

Orders

Executive Orders

- Affect top organizational levels:
 - Cabinet
 - Departments
 - Offices
 - Divisions
- Organizational entities mentioned in the plan must be mentioned in the order
- Signed by the Governor
- Submitted with reorganization packet *without* signature

Administrative Orders

- Affect lower organizational levels:
 - Branches
 - Sections
 - Units
- Organizational entities mentioned in the plan must be mentioned in the order
- Signed by the cabinet secretary, constitutional officer, or independent agency head
- Submitted with reorganization packet *with* signature

What NOT to put in an Executive or Administrative Order

- Names of individuals
- Specifics or explanation of plan
- Positions being moved
- Formal titles
 - For example, if you say "...the Accounting Branch to be headed by a Graduate Accountant Manager," you have locked in the classification.
 - You must say, "...the Accounting Branch to be headed by a manager," or: "...a section to be headed by a supervisor."
 - Executive orders may say "...to be headed by a "director" or an "executive director" in a case of a new division or office.

BAD EXAMPLE:

The Division of Asteroids is hereby created within the Department of Planets within the Galaxy Cabinet. The Division of Asteroids shall be headed by James T. Kirk, Division Director II, appointed by the Secretary of the Galaxy Cabinet pursuant to KRS 12.050. The Division shall be composed of two branches and one section with six employees. The Division will be responsible for monitoring all asteroid activity in outer space.

Good Example:

The Division of Asteroids is hereby created within the Department of Planets within the Galaxy Cabinet. The Division of Asteroids shall be headed by a director who shall be appointed by the secretary of the Galaxy Cabinet pursuant to KRS 12.050.

Sample orders are available on the Personnel Cabinet's HR website under [Resources/Reorganization](#).

Plans

Reorganization Plans are written to reiterate the order(s) in more detail and will vary based upon the proposed reorganization. A sample is not available; however, questions may be directed to the Personnel Cabinet at PERs.Reorgs@ky.gov.

Reference

[KRS 12.027](#)

[KRS 12.028](#)